

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

Monday, August 11, 2025

6:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. Members of the public who choose to access the meeting via live stream video may do so at:

<https://www.youtube.com/channel/UClgebJT-i0GbAiYqrkpaBmA>

Public comments will be limited to 3 minutes. The Board will allow 30 minutes for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

Closed Session Starts at 6:00PM

Open Session Starts at 7:00 PM

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1)(c), (e), (f), AND (g)

A. Review Minutes of July 14, 2025 Meeting

B. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.

C. Review Individual Administrator, Teacher, Co-Curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements

D. Review 2025-2026 Department Chairs, Building Coordinators and New Teacher Advisors

These advisory positions are included in the co-curricular report.

E. Review/Discuss Process and timeline for Superintendent Evaluation

IV. RETURN TO OPEN SESSION

V. BOARD DEVELOPMENT WORKSHOP

A. *Great on Their Behalf* by AJ Crabill book study

Chapter 4 & 5 will be discussed. Board, please be prepared to discuss one statement or item from chapter 4 & 5 that stood out to you and how it pertains to the good of the order.

VI. APPROVAL OF MINUTES **6**

Review the minutes for the July 14, 2025 regular meeting

VII. APPROVAL OF AGENDA AND ADDITIONS

A motion will be necessary to approve the agenda as presented (or) with changes as recommended.

VIII. PUBLIC COMMENTS **10**

Individuals may use this time to comment on any topic. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Each speaker will be allowed 3 minutes to speak for a total of 30 minutes. . Emailed comments will be shared and reviewed by all the board members but will not be read out loud.

IX. DISTRICT ADMINISTRATOR PERFORMANCE EVALUATION SYSTEM (DAPES) **13**

Tim Kachur from CESA 6 will introduce and answer questions regarding the District Administrator Performance Evaluation System (DAPES).

X. TEACHING STAFF, STUDENT, & BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Board Reports/Action Items

1. Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members

This section of the agenda is reserved for any comments from members of the board on meetings they attended over the last month or other informational items.

2. District Administrator Evaluation

The Board will take action on plans for the District Administrator Evaluation.

XI. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Policy Committee Meeting

1. Review August 8, 2025 Policy Committee Meeting Minutes 18
2. Therapy Pet Policy 19

Administration will be available to answer any questions regarding this proposed policy. The Policy Committee is recommending that the full board consider this policy on a motion 3-0.

XII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Administrative Reports/Action Items

1. Resolution to Establish a District Expulsion Hearing Officer

Be it resolved that the Board of Education for the Waunakee Community School District hereby authorizes the appointment of an independent hearing officer for the 2025-2026 school year to determine pupil expulsion from the school under State Statute 119.25 Expulsion of Pupils. Sub (2). This must be a roll call vote.

2. Appoint District Expulsion Hearing Officer for 2025-2026 22

The administration is recommending that we continue with Jon Anderson of Husch Blackwell Law Firm as the expulsion hearing officer for the 2025-2026 school year. Attorney Anderson has served the district well through these services and is very timely and thorough in his review and reporting of findings.

3. Appoint Medical Advisor for 2025-2026 23

Attached is a memo from Lisa Jondle, Director of Student Services, to continue to work with Dr. William Ranum from the Waunakee Clinic as the District's Medical Advisor.

4. Alternative Site Para-Professional Wages 24

Administration will be available to introduce and answer any questions regarding this request.

5. Consideration of Special Education Positions 26

Tiffany Loken will present the following:

- 1 full-time speech/language position
- 1 full-time special education teacher (PES)
- 3 additional special education para-educator positions.

6. Update from the Director of Facilities 28

7. Announcements/Correspondence 39

Attached please find information from WASB on upcoming dates as well as the Fall Regional meetings. If you are interested in attending the Regional Meeting for region 12 on Sept. 30th, please let Rebecca know no later than Sept. 19th.

XIII. CONSENT AGENDA

A. Approval of Checks

Attached in the "extras" section of BoardBook, please find a list of the accounts payable payments issued during the month of July.

B. Finance

1. Monthly Finance Reports 48

Attached you will find the 2024-2025 Budget Status report as of June 30th, 2025 (2) and the Cash Reconciliation report for June 2025.

C. 2025 Annual Meeting Agenda - August 25, 2025 @ 7:00PM, 905 Bethel Circle 53

Attached please find a draft of the 2025 Annual Meeting Agenda. The administration is requesting approval of this agenda as the final preparations are taking place.

D. Consideration Cash Flow Borrowing Process

The purpose of this agenda item is to request School Board approval for a cash flow borrowing process. The administration utilizes the financial advisor PMA to conduct the annual cash flow borrowing process. This year we will participate in a PMA cash flow borrowing pool that includes other school districts in the same borrowing situation as Waunakee.

Here is the process for cash flow borrowing with PMA:

- An approximate \$12.5 to \$15 million dollar loan is taken out in September
- The loan is bank qualified, which decreases interest costs
- The financial professional seeks bids on the borrowing
- The legal opinion is provided by Quarles and Brady
- The borrowing is not rated
- The issuance cost of the borrowing includes financial advisor fees, and the legal fees Administration is requesting approval to move forward with the 2025-26 cash flow borrowing process.

E. Consideration of FORMATA Fundraising for the 2025-2026 school year.

The Waunakee Family Organization for Music and Theater Arts is requesting their annual fundraisers via Classmunity. The amount they are requesting to raise requires Board of Education approval. Attached please find the Classmunity entry for their 2025-2026 fundraising efforts

F. Gifts & Student Trips

1. Gifts

2. Student Trips

G. Approve Individual Administrator, Administrative Support, Teacher, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements

H. Consideration of 2025-2026 Department Chairs, Building Coordinators and Staff Development Representatives

These advisory positions are included on the co-curricular staff report.

XIV. BOARD BUSINESS

XV. FUTURE AGENDAS AND MEETINGS

55

A. Agenda Items for Next Meeting

B. Special Meeting

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. Facility Committee

G. Human Resources Committee

H. Policy Committee

I. DEI Committee

XVI. RETURN TO CLOSED SESSION - (if necessary) to complete agenda as listed under agenda item III

XVII. RETURN TO OPEN SESSION

XVIII. ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION

XIX. ADJOURN

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

Minutes of Regular Meeting - Open

The Board of Education Waunakee Community School District

A Regular Meeting of the Board of Education of Waunakee Community School District was held Monday, July 14, 2025, beginning at 5:30 PM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

President Ensign called the meeting to order. A motion was made by Sonne, second by Heinrichs, to adjourn to closed session pursuant to Wisconsin Statutes 19.85 (1)(c), (e), (f) and (g) to review individual teacher contract recommendations, resignations and retirements, review individual co-curricular contract recommendations, review individual support staff/custodial staff recommendations, resignations, and retirements, and review student requests. Motion carried 6-0 on a roll call vote. Time 5:30pm

II. ROLL CALL

Eaton – Yes, Ensign- Yes, Heinrichs – Yes, Hetzel- Yes, Murray, - Yes, Sonne – Yes
Frey - absent

Also Present: Dr. Brown, Summers, Grabarski, Loken

III. CLOSED SESSION - ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) (c)(e) (f) and (g)

A. Review Minutes of June 9, 2025 Meeting

B. Update and Consideration of Legal Matters Related to the School District Including Current and Potential Actions Involving the School District.

C. Review Individual Teacher Contract/Administrator/Administrative Support Recommendations, Resignations and Retirements

D. Review Individual Co-Curricular Contract Recommendations

IV. RETURN TO OPEN SESSION

A motion was made by Heinrichs, second by Murray, to adjourn closed session and reconvene in open session. Motion carried 6-0. Time: 6:00pm

Ensign reconvened in open session at 6:02pm by welcoming all in attendance.

V. APPROVAL OF MINUTES

A motion was made by Hetzel, second by Heinrichs, to approve the minutes as posted. Motion carried 6-0.

VI. APPROVAL OF AGENDA AND ADDITIONS

A motion was made by Murray, second by Sonne, to approve the agenda as posted. Motion carried 6-0.

VII. PUBLIC COMMENTS

There were no email public comments for this meeting. In person public comments were made by the following:

Tim Decorah – Waunakee Community Cares Coalition & the upcoming conference.

VIII. BOARD REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Board Reports/Action Items

1. Members of the Board reported on Heinrichs attending the CESA 2 conference, Hetzel attending a virtual meeting with several State of WI Legislators or their representatives with a presentation from Summers and Newton.

IX. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Budget Committee

1. The July 9, 2025 Budget Committee meeting minutes were reviewed.
2. Approval of Third Draft of 2025-26 Budget
Newton presented and answered questions regarding the third draft of the budget for the 25-26 school year. Loken was available to present and answer questions regarding the K-8 alternative education program and the transportation items included in the third draft of the budget. The third draft of the budget is based on the following:
 1. The \$0/student increase in the per pupil categorical aid, with a \$325/student increase in the revenue limit formula
 2. The personnel cost line includes an inflationary salary increase of 2.95%, implementation of the teacher and classified staff compensation systems, implementation of the classified staff operational referendum funds pay adjustments, a 0% increase in dental insurance rates, and a 5% increase for health insurance rates, utilities, and transportation.
 3. The capital maintenance projects are funded from Fund 49
 4. The second draft includes an increase of 5.4 FTE, as outlined on page 13 of the document. The third draft includes an additional 2.0 FTE for special education paraprofessionals for 1:1 student needs and an alternative education teacher/coordinator.
 5. The debt service fund includes the financial plan from the last borrowing that the board approved in March.
 6. Building and department revenue and expense budgets.
 7. Alternative education placements K-8, lease for space and staffing costs. We will discuss at the meeting.
 8. McKinney-Vento student transportation, leasing of 2 vehicles and hiring district staff. We will discuss at the meeting.
 9. All other remaining budget requests have been placed on hold at this time.

A motion was made by Heinrichs, second by Hetzel, to approve the third draft of the budget as presented. Motion carried 6-0.

B. Facility Committee Meeting

1. The July 9, 2025 Facility Committee meeting minutes were reviewed.
2. Approval of Outdoor Middle School Facilities Change Order
Summers shared an outdoor change order with the facility committee that allows the middle school track program to practice at the new middle school instead of the high school. Meets will still need to take place at the high school. This plan includes an outdoor storage shed. A motion was made by Sonne, second by Eaton, to approve the change order as presented. Motion carried 6-0.
3. Approval of Capital Maintenance Requests
Summers presented the district-wide capital maintenance requests. A motion was made by

Eaton, second by Murray, to approve the capital maintenance request for July as presented.
Motion carried 6-0.

X. **ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Administrative Reports/Action Items

1. Update from Safety Coordinator

Brown introduced Dustin Lybeck, WCSO Safety Coordinator. Lybeck gave an update of the work he has been doing as part of his Safety Coordinator role.

B. Announcements/Correspondence - NA

XI. **CONSENT AGENDA**

A motion was made by Heinrichs, second by Murray, to approve the consent agenda as presented. Motion carried 6-0.

A. Finance

1. Monthly Finance Reports

Attached you will find the Budget Status report as of June 30th, 2025 and the Cash Reconciliation report for May 2025.

2. Approval of Checks

B. Fundraising Report 2025

The purpose of this agenda item is to provide the School Board with an annual report of fundraisers utilizing the Classmunity program. Attached please find a list of all fundraisers for the 2024-25 school year and the information that has been reported in Classmunity.

C. 2025-26 Academic Standards Adoption

As is required for approval on an annual basis, please see the attached memo from Tim Schell and Amy Johnson that outlines the academic standards that are part of our instructional programs.

D. Consideration Building Bridges MOU 2025-2026

E. Consideration of Psychotherapy Center of Waunakee, LLC MOU

F. DPI required High School Crime Report

2023 Wis. Act 12 requires public high schools, including independent charter schools (ICS), and private high schools that participate in a choice program, to collect and maintain statistics regarding specific types of incidents that occur on school grounds and/or school transportation, during normal school hours or during school-sponsored events that occur before or after normal school hours. The requirement applies to incidents reported to law enforcement and results in filing a charge or citation. By statute, high schools must report this information to the Board of Education and DPI by July 31 for the preceding school year.

G. Gifts and Field Trips

1. Gifts

2. Field Trips

a. WCCC - National Convention - Nashville TN July 20-24, 2025.

H. Approve Individual Teacher, Co-curricular, Support Staff & Custodial Recommendations, Resignations, Leaves & Retirements

New Administrative Support Staff

Harun Gurel, Computer Technician

New Teacher Staff

Tadhg Barrett, Technology Education Teacher, HS

Patrick Malnaa, Math Teacher, HS

Mikayla Ripp, 2nd Grade Teacher, HES

McKenzie Zocher, 75% Art Teacher, HS

New Administrative Assistant Staff

Kathleen Syens, Administrative Assistant for School to Career

New Support Staff

Daryana Blanco, Bilingual Para Educator, HS

Alexandra Iczkowski, Custodian, HS

Elizabeth Nederhoff, Para Educator Regular Education, IS

Larry Schroeder, Custodian, AES

Resignations

Dominic Cayabyab, Computer Technician

Patty Eley, Crossing Guard

Christina Gonzales, Health Assistant, HES

Andrew Miller, Weekend Custodian, HS

Retirements

Dean Frederick, Head Custodian, PES

Internal Changes - NO Action

Samantha Yozamp, from Spec Ed/Cross Cat. Teacher IS, to Reading Interventionist, IS

Special Approval

Rose Nadler, Social Worker, special leave request

XII. BOARD BUSINESS

A. Legislative Update

XIII. FUTURE AGENDAS AND MEETINGS

A motion was made by Sonne, second by Hetzel, to approve the schedule of committee and other meetings for the 2025-2026 school year. This schedule is a guide for the year, but may be changed as needed. Motion carried 6-0.

A. Agenda Items for Next Meeting

B. Special Meetings – Board Workshop on August 18, 2025, Annual meeting August 25, 2025.

C. Budget Committee

D. Co-Curricular Committee

E. Curriculum Committee

F. DEI Committee

G. Facility Committee

H. Human Resources Committee

I. Policy Committee – August 8, 2025 @ 7:30AM

XIV. RETURN TO CLOSED SESSION - NA

XV. RETURN TO OPEN SESSION -NA

XVI. ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION - NA

XVII. ADJOURN

The Board of Education adjourned at 7:11PM on a motion by Heinrichs, second by Eaton, and passed unanimously by voice vote 6-0.

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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While the public has the right to attend meetings of the Board of Education that have not been convened in a closed session, individuals or groups generally do not have a right to be included on a Board meeting agenda or a right to enter into the discussions or deliberations of the Board. However, without affecting the Board's discretion to authorize other forms of input or participation during Board meetings from persons who are not Board members, the Board expressly authorizes and directs limited public participation during duly-noticed public comment periods as follows:

1. The Superintendent and Board President shall ensure that the agenda and public notice of the Board's primary regular business meeting each month includes a period for public comment. During a public comment period noticed under this paragraph, interested persons may briefly address the Board on topics that are reasonably germane to some aspect of the District's policies, practices, programs, or operations, regardless of whether the speaker's topic is otherwise noticed as a specific subject matter of the meeting in question.
2. Subject to any more specific decision or directive of the Board, the Board President has discretion to include a period of public comment on the agenda and public notice of additional Board meetings. In exercising such discretion, the President may specify on the public notice of the meeting that speaker comments during the public comment period will be limited to topics that are sufficiently germane to the noticed subject matter of the meeting.

When a public comment period is expressly included on the public notice of a Board meeting and there is sufficient interest in addressing the Board, the period shall either include at least 10 individual speakers or extend for 30 actual minutes, whichever limitation permits the greater total number of speakers. However, the Board may extend the total duration of a noticed public comment period at any meeting by a majority vote.

The Superintendent, or his/her designee, will implement a viewpoint-neutral speaker registration process that establishes an order for speaking in the event that the interest in appearing before the Board at any meeting may exceed the time that is allocated for the public comment period. Each speaker, upon being recognized by the presiding officer, will state his/her name and identify his/her connection to the District (if any) and to any group they are representing in connection with their remarks.

Each speaker's presentation is normally limited to a maximum of 3 minutes. However, at a meeting the Board may vote to reduce the time limit to no shorter than 2 minutes per speaker in order to accommodate a greater total number of speakers. In addition, at the Board's discretion, a speaker's time may be briefly extended provided that, upon request, a similar extension shall be granted to other speakers at the same meeting. Any individual may speak only once during the public comment period at any meeting.

Speakers generally should not expect an immediate response or reaction to their comments from the Board. Further:

1. If, at applicable meetings, a speaker raises a topic during a public comment period that was not among the publicly-noticed subject matter of the meeting, the extent of any response to

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

Policy 187

Waunakee Community School District

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the speaker and his/her remarks shall be limited in accordance with applicable law.

2. During a public comment period, Board members will not engage in a substantive discussion of or otherwise attempt to materially investigate or reach a Board resolution of either (a) complaints or grievances regarding the conduct of individual staff members or individual students; or (b) attempts to appeal staff or administrative decisions relating to individual District employees or students. A public comment period during a Board meeting is not the preferred or established means of processing such issues or bringing such matters to the Board's attention.
3. If time or other limitations preclude an interested person from addressing the Board at a specific meeting, the person may submit written information to the Board and/or attempt to utilize a public comment period at a future meeting.

Subject to an appeal to the Board that is made by a Board member, the presiding officer of the Board meeting shall have the authority to conduct and maintain proper order in connection with any authorized public comment period, including the authority to (1) recognize speakers; (2) enforce established time limits; (3) interject and request that speakers voluntarily redirect specific complaints, grievances, or attempted appeals to more appropriate District procedures; and (4) terminate the remarks of any individual who does not adhere to established rules and procedures for public participation, who speaks in a threatening or profane manner, whose comments are repetitive of that person's previous comments, or whose conduct is disruptive and impedes the Board's ability to conduct its business in an orderly and timely fashion.

Individuals who are permitted to address the Board during a meeting are responsible for the content of their comments. The forum represented by a public comment period does not exempt a speaker from any liability arising from his/her comments (e.g., for defamation or for any breach of legally-protected confidentiality).

This policy and any rules and/or procedures that may be adopted related to the administration of public comment periods under this policy are not intended to apply to the following:

1. A meeting or any portion of a meeting that constitutes a formal public hearing on a particular topic or issue.
2. Instances where the Board seeks or agrees, by majority vote, to accept input that is relevant to a noticed agenda item from a person who is not a Board member in order to (for example) resolve a formal or informal point of information that arises during the Board's discussion of an agenda item.
3. Meetings of any standing or ad hoc committee that may be established by the Board.

Legal References:

Wisconsin Statutes

- [Section 19.81](#) [state policy on open meetings]
[Section 19.83\(2\)](#) [discussion during period of public comment]

PUBLIC COMMENT PERIODS DURING BOARD MEETINGS

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[Section 19.84\(2\)](#) [public notice of board meetings, including public comment period]
[Section 19.85](#) [exemptions to open meetings]

Cross References:

WASB PRG 187 Sample Policy 4 (with substantial local adaptation)

Adoption/Revision Date(s):

October 1989
March 1994
September 1994
January 2000
February 2002
May 2020
January 2022

STEP 1

GOAL SETTING PLAN

- Self-assessment
- Goal-setting process
- Optional survey planning

STEP 2

PROGRESS CHECK

- Goal reflection & feedback
- Documentation log & artifact reflections
- Optional survey analysis

STEP 3

SUMMATIVE EVALUATION REPORT

- Goal summary
- Performance summary
- Summative feedback

District Administrator Performance Evaluation System



CESA₆

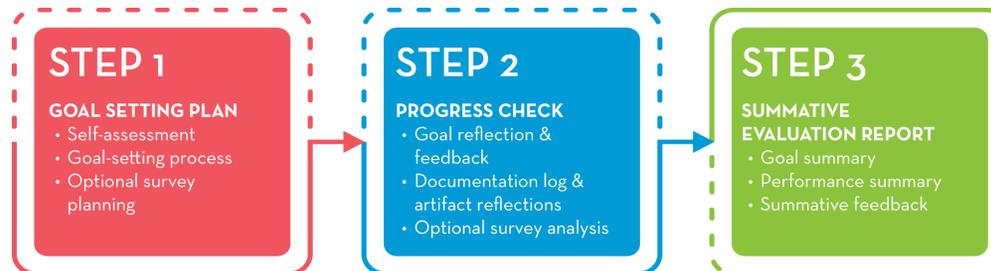
GROWTH & DEVELOPMENT

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Overview

The Growth and Development Center announces revised, streamlined, ***District Administrators Performance Evaluation System (DAPES)*** processes and forms for immediate use. The primary purpose of DAPES 2.0 is to provide a collaborative process that allows the administrator and evaluator to give and receive feedback that results in the promotion of self-growth and continuous improvement specially aligned to the district administrator's role. Implemented as designed, this performance evaluation system will provide an avenue to demonstrate to administrators “*Your Voice Matters*”.

The DAPES system is designed to provide the district administrator an opportunity to connect their work responsibilities to the success of the entire organization, ultimately allowing for the accomplishment of its vision and mission. This is done through the demonstration of effective performance practices in all six DAPES standards and the successful completion of the strategic selection of goals. Because the system is designed to assist employees in gaining perspective on how their role contributes to the organization's success, it is believed the DAPES system's level of engagement will result in improved employee productivity. This snapshot illustrates the streamlined ***District Administrators Performance Evaluation System 2.0*** including form titles and steps.



Timeline

The following suggested timeline maps out the use of the DAPES 2.0 forms, as well as the district administrator and school board responsibilities by quarter. For each performance evaluation session, schedule a board meeting w/closed session.

Timeline	District Administrator Responsibilities	Board of Education Responsibilities
July/Aug Plan	Goal Setting Plan <ol style="list-style-type: none"> 1. Evaluate district strategic plan or work using data. 2. Complete self-assessment of Performance Standards. Begin determining possible artifacts 3. Complete standard-driven goal setting including indicators with success measures. 	<ol style="list-style-type: none"> 1. Attend a closed session meeting to review and finalize <u>Goal Setting Plan</u> and review evidence suggestions for the other standards.
Oct/Nov Study, Act	Progress Check <ol style="list-style-type: none"> 1. Provides <u>formative reflection</u> on evidence of mid-year progress towards indicators of success for each goal and evidence collection for the other standards. 2. If necessary, adjust the goal action plan based on evidence. 	<ol style="list-style-type: none"> 1. Provide <u>formative reflection</u> on evidence presented by DA of mid-year progress towards indicators of success for each goal and evidence collection for the other standards.
Jan/Feb Reflect, Study, Act	Progress Check <ol style="list-style-type: none"> 1. Provides <u>formative reflection</u> on evidence of mid-year progress towards indicators of success for each goal and evidence collection for the other standards. 2. If necessary, adjust the goal action plan based on evidence. 	<ol style="list-style-type: none"> 1. Provide <u>formative reflection</u> on evidence presented by DA of mid-year progress towards indicators of success for each goal and evidence collection for the other standards.
May/June Study and Celebrate	Prior to Board completing Summative Evaluation Report <ol style="list-style-type: none"> 1. Provides <u>summative reflection</u> on each goal outcome as evidenced by the success indicators. The reflection includes how the outcome(s) supports progress on the overall strategic plan. 2. Ensure all 6 standards include artifacts and reflections that demonstrate effective performance. 	<ol style="list-style-type: none"> 1. After reviewing artifacts that include goal outcomes, use the DAPES Rubric to evaluate DA performance at the Standard Level for all six standards. Include evidence-based summative board reflection for each standard as well as overall performance.

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Aligning Continuous Improvement to Performance Evaluation

Just like the *Effectiveness Project Performance Evaluation Systems* become part of the district's overall efforts, the DAPES evaluation process becomes part of the district's process of continuous improvement. The CESA 6 Growth and Development Center defines *continuous improvement* as *an ongoing effort to make continuous improvement efforts over time with progress being continuously monitored and adjusted based on effectiveness and efficiency.*

DAPES offers a system that aligns the district administrator and board actions allowing for the accomplishment of the district's mission and ultimately, the vision. Because the goal of a performance evaluation system is to continuously improve district administrator practice, DAPES embeds a Plan, Do, Study, and Act (PDSA) cycle within its system. Figure 1 provides a visual representation of the continuous improvement cycle, and elevates the concept of celebrating small, incremental improvements as you move to accomplish the agreed standards-driven outcomes.

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Figure 1. *GDC Continuous Improvement Cycle adapted from the DPI Continuous Improvement Process Criteria and Rubric.*

Employee Growth and Development Takes Time

The timeline schedule outlines an annual evaluation cycle for the district administrator evaluation. The chart below maps out the approximate time devoted when utilizing the DAPES tool. Over the year-long process, the district administrator would engage in five-plus hours of meaningful feedback with the board of education. However, the system can be adapted to meet the length of the cycle your district prefers to use.

ANNUAL DAPES EVALUATION	Time
Goal Setting Plan Meeting	60 minutes
Progress Check: First Mid-Year Meeting to give and receive feedback on goal progress, artifacts aligned to standards	60 minutes
Progress Check: Second Mid-Year Meeting to give and receive feedback on goal progress, artifacts aligned to standards	60 minutes
Summative training requires 30 minutes of training. (on your own)	30 minutes
Complete Summative Evaluation Report and Summative Conference to review Report	150 minutes
Total: (all times are approximate)	6 hours

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Note: Initial DAPES implementation requires 2 hours of training. After initial training, a training module is provided for onboarding new board members.

Effective performance evaluation Can Lead to Retention

CESA 6's District Administrator Performance Evaluation System provides a board of education with an effective tool to set expectations and participate in ongoing *collaborative* conversations, creating the conditions that can lead to District Administrator retention.

Minutes of Policy Committee Meeting

The Board of Education Waunakee Community School District

A Policy Committee Meeting of the Board of Education of Waunakee Community School District was held Friday, August 8, 2025, beginning at 7:30 AM in the Waunakee Community School District, 905 Bethel Circle, Waunakee, WI 53597.

I. CALL TO ORDER

Chairperson Frey called the meeting to order at 7:30am

II. ROLL CALL

Present: Ensign, Frey, Sonne

Also Present: Jondle, Loken, Summers

III. APPROVE AGENDA

A motion was made by Ensign, second by Sonne, to approve the agenda as posted. Motion carried 3-0.

IV. PUBLIC COMMENTS There are no public comments for this meeting.

V. THERAPY DOG POLICY

Jondle and Loken presented and answered questions regarding the Administrative recommended Therapy Dog Policy.

The committee asked that there be some flexibility regarding the handler, in case the handler was called away unexpectedly.

A motion was made by Ensign, second by Sonne, to recommend that the full board consider the policy as written with the addition of language to allow flexibility of the handler. Motion carried 3-0.

VI. FUTURE MEETINGS

Summers informed the committee that Dr. Brown met with our WASB policy consultant, and have a number of policies that should be reviewed and considered for an update. These will come to the committee in December. This process is being done so that WCSD is able to keep the policies up-to-date.

VII. ADJOURN

A motion was made by Sonne, second by Ensign to adjourn the meeting at 7:49am. Motion Carried 3-0.

THERAPY DOGS IN THE SCHOOL Policy #383.2

Waunakee Community School District

The Waunakee Community School District supports the use of therapy dogs by school personnel or other qualified individuals (hereinafter referred to as “handler”) for the benefit of its students, subject to the conditions of this policy.

A “therapy dog,” as defined by this policy, is a dog that has been individually trained and certified to work with its handler to provide emotional support, well-being, or comfort to school district students. Therapy dogs are the personal property of the handler and are not owned by the District. Therapy dogs are not “service animals” as defined within the Americans with Disabilities Act. The use of service animals in the schools is governed by District Policy 383.1. Therapy dogs are meant to help all students and are not specifically identified as support for those students with documented disabilities.

Therapy Dog Standards and Requirements

The following requirements must be satisfied before a therapy dog is allowed in school buildings or on school grounds:

- The therapy dog must be at least one year old.
- Only therapy dogs that are certified through an organization recognized by the American Kennel Club Therapy Dog program will be approved.
- The therapy dog must be properly licensed in the county in which they are kept. They must wear their license identification tag at all times.
- The therapy dog must be clean, well groomed, in good health, housebroken, immunized against diseases common to dogs and free from fleas, ticks or any external parasites.

Submission of Written Request.

School staff wishing to invite a therapy dog and handler to school should submit a written request to the district administrator or designee that includes the following:

- Identification of the classroom or school that will be visited by the therapy dog and handler.
- Confirmation that parents were asked about student allergies.

A handler wishing to bring a therapy dog to school must submit their written request to the district administrator or designee. Prior approval must be secured before the animal may be presented. The request must be renewed each school year, or whenever a different therapy dog is used. **The building administrator will submit a written request if an outside agency is contacted for service.**

The written request to bring a therapy dog into the school shall include the following:

- Current certification from an organization recognized by the American Kennel Club Therapy Dog program.
- Current dog license from the county where the dog is kept.
- Certification from a licensed veterinarian that the dog is at least one year old, in good health and free from fleas, ticks or any external parasites.
- Proof of current vaccinations and immunizations.
- Handlers must submit a copy of the insurance policy that provides liability coverage for the therapy dog while on school property.

The district reserves the right to deny the request to bring a therapy dog into a school. School staff will be notified in advance of approved requests to bring a therapy dog into the school.¹

Liability Insurance

The handler of a therapy dog is responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy dog.

Health and Safety

The therapy dog must not pose a health or safety risk to any student, employee, or other person at school. Health risks include allergies. Parents and ~~adult~~ students will be asked in advance about allergies. If any student or school employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the handler of the animal will be required to remove the animal to an alternative location designated by an administrator if such location is available.

Behavior Expectations and Control

Therapy dogs must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. The therapy dog should not display any behavior infringing on the rights of others or disrupting the educational process, including sniffing, begging, growling, barking, wandering, jumping or any other rude behavior. When there is a difference between their governing therapy organization or the school system policy/procedure, the handler must abide by the more stringent rules.

A therapy dog must be under the control of the handler **or trained designee** through the use of a 4-ft leash or other tether. The handler shall only allow the therapy dog to be in areas in school buildings or on school property that are authorized by school administrators.

Supervision and Care of Therapy Dogs

The handler is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy dog.

Exclusion or Removal of a Therapy Dog from School Property

The goal of the presence of a therapy dog is to positively enrich the learning environment. Any deviation from this will result in removal of the therapy dog from the school property. A therapy dog may be excluded from school property and buildings if a school administrator determines that:

- A handler does not have control of the therapy dog;
- The therapy dog is not housebroken;
- The therapy dog presents a direct and immediate threat to others in the school; or
- The dog's presence otherwise interferes with the educational process.

Legal References:

Wisconsin Statutes

[Section 95.21\(2\)](#)

[Section 174.02\(1\)](#)

[Section 174.07\(1\)](#)

Cross References: 383.1 Service Animals in the School

¹ All staff should be notified so that staff with dog allergies might seek accommodations.

Adopted:



ADMINISTRATION OFFICE

905 Bethel Circle
Waunakee, Wisconsin 53597
(608) 849-2000

Superintendent's Office

TO: WCSD Board of Education
FROM: Dr. Monica Kelsey-Brown, Superintendent
DATE: July 31, 2025

RE: Expulsion Hearing Officer for the 2025-2026 School Year.

The administration is recommending that we continue with Jon Anderson of Husch Blackwell Law Firm as the expulsion hearing officer for the 2025-2026 school year. Attorney Anderson has served the district well through these services and is very timely and thorough in his review and reporting of findings.

Proposal for expulsion hearing officer services:

- Pre-Hearing:
 - *Calculation of time, scheduling (no cost)*

- Hearing with Stipulation:
 - *run hearing and write decision*
 - *(actual time not to exceed \$825)*

- Hearing without Stipulation:
 - *run hearing and write decision*
 - *(actual time)*



ADMINISTRATION OFFICE

905 Bethel Circle
Waunakee, Wisconsin 53597
(608) 849-2000

Student Services

TO: WCSD Board of Education
FROM: Lisa Jondle, Director of Student Services
DATE: July 30, 2025

RE: Medical Advisor Appointment for 2025-2026 School Year

Dr. William Ranum, Waunakee SSM Health Dean Medical Clinic, has graciously agreed to serve as the medical advisor for the Waunakee Community School District for the 2025-2026 school year. Dr. Ranum is a board certified family medicine physician. He has served in the role of district medical advisor for several years.

I formally recommend Dr. William Ranum to serve as the WCSD medical advisor.

**Budget Request Form
2025-2026**

Description: Request to create an hourly pay differential for special education paraprofessionals working in the alternative program.

School/Department: Special Education

Requested by: Tiffany Loken
Director of Special Education

Type of Request: Budget Request

Nature of Request: Pay Differential for Special Education Paraprofessionals

Full Time Equivalency: Special Education Paraprofessional working in the Alternative Special Education Program would receive an additional \$2.50 per hour.

Grades Affected: 5-6

Population Served: Students with Disabilities grades 5-6

Salary/Benefits Cost: Estimate: \$7,200 (2 paraprofessionals)

Rationale: I am respectfully requesting the addition of an hourly pay differential for Special Education Paraprofessionals who work in our new Alternative Education Program. Working with very high need students can be challenging and our program is designed to serve only our highest need students. It is critical that we are providing additional pay for those individuals that are willing to serve in this role.

Thank you for your consideration.

Attachment? No

Submitted: 08/07/2025

For Business Office Use

Approved

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- Denied
- Budget/Acct # _____
- Budgeted amount \$ _____
- Notified Requestor _____
- Notified Dept: _____

**Budget Request Form
2025-2026**

Description: Requests for three additional special education paraprofessionals, as well as one speech/language pathologist and one special education teacher.

School/Department: Special Education

Requested by: Tiffany Loken
Director of Special Education

Type of Request: Budget Request

Nature of Request: Positions

Full Time Equivalency: 3.0 Special Education Paraprofessional
1.0 Speech/Language Pathologist
1.0 Special Education Teacher - Prairie Elementary School

Grades Affected: 4K - 12

Population Served: Students with Disabilities grades 4K - 12

Salary/Benefits Cost: Estimate: \$150,000 (3 Special Education Paraprofessionals)
Estimate: \$100,000 (1 Speech/Language Pathologist)
Estimate: \$100,000 (1 Special Education Teacher)

Rationale: I am respectfully requesting the addition of 3 Special Education Paraprofessionals, 1 Speech/Language Pathologist, and 1 Special Education Teacher.

We have 21 new special education students that have enrolled in the district over the summer and are eligible for Transfer of Service. Of the 21 students, 10 of them receive speech/language services and 7 of them require 1:1 paraprofessional support for 100% of their school day. With the increased number of students and significant needs of several of the students, an additional teacher position is being requested for Prairie Elementary School.

Thank you for your consideration.

Attachment?

No

Submitted:

08/07/2025

For Business Office Use

- Approved
- Denied
- Budget/Acct # _____
- Budgeted amount \$ _____
- Notified Requestor
- Notified Dept: _____



WAUNAKEE
COMMUNITY SCHOOL DISTRICT²⁸

Facilities

BoE Meeting - August 11, 2025

WCSD Facilities Department

- Agenda
 - About Director John Cramer
 - Role of Director of Facilities
 - Department Staff
 - New Construction
 - District Energy Efficiencies
 - Continued District Improvement
 - Contact Information & Questions?



Director of Facilities - John Cramer

- Joined WCSD in June 2019
- Career Highlights
 - Bachelor of Science - Technical Management
 - Facilities Director since 2014
 - IT Director for 20 years
 - Safety/Security/Business Continuity/Disaster Recovery manager since 2001
 - Worked in construction in Dallas, TX for 12 years
 - Multiple technical certifications (MCSE, CBCP, CNE, CCA)
 - Green energy and clean power advocate
- Family & Community
 - Proud parent of two WCSD graduates
 - Started Warrior Mountain Bike Team, previous head coach, co-director, 501c3 board president
 - Tri4Schools volunteer



WCSD Director of Facilities

- Role
 - Ensure effective and safe operation of school buildings
 - Manage 44 employees, 15/44 direct reports
 - Responsible for 7 school buildings and district office, over 1 million square feet
 - Maintain 5 sports buildings and 13 sports fields
 - Grounds management of 120+ acres
 - Guide building infrastructure and operation and maintenance
 - Maintain clean, safe, and beautiful learning environment
 - Lead new construction and retrofit construction logistics

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Maintenance Team



JOHN CRAMER

SCOTT BAUER

MIKE DARWIN

SCOTT DOBSON

JOHN FARRELL



RYAN HENN

DOUG NOLDEN

BILL RIPP

BEN STEEGER

NICOLE LAUDERDALE



Head Custodians



ARBORETUM – BOB HOMAN

HERITAGE – LORI WILD

PRAIRIE – DEAN FREDERICK



INTERMEDIATE – CHRISTENA ROLLINS

MIDDLE – KEVIN BOHN

HIGH – DAVE SANDMIRE



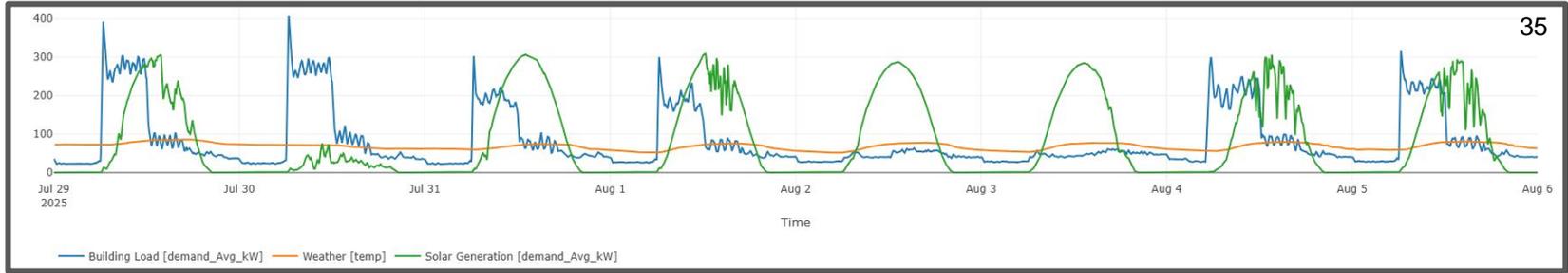
New construction: Heritage, Middle School

- EV Charging
- Security Tech
- Fence
- Change orders
- Site and Fields
- Out-building
- Energy Efficiency



Energy Efficiencies

- Solar power - Heritage 387kw system
- Solar power - Intermediate School 276kw system
- Data Wrangler - \$35,367 savings over same 8-month period last year



- Westphal, Upper 90
- Dent electrical meter alerting
- Emergency Backup Power Generators



Goals for Continued District Improvement

- New Middle School opening Summer School of 2026
- High School and existing Middle School campus integration
- Capital Maintenance and Asset Inventory modernization
- Skills advancement in high-tech building operations and services
- Robotic technology for grounds and in-building
- Lower operating cost through green energy initiatives
- Safe, functional, and appealing learning spaces
- Top-notch athletic spaces and beautiful grounds



Questions?

- John Cramer
 - Phone: 608-849-2000 Ext 8296
 - Email: johncramer@waunakee.k12.wi.us
 - <https://www.waunakee.k12.wi.us/departments/facilities>

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“Committed to Children...Committed to Community...Committed to Excellence”.





WAUNAKEE
COMMUNITY SCHOOL DISTRICT



McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us>

What You and Your School Board Should Know in August

1 message

Wisconsin Association of School Boards <info@wasb.org>

Mon, Aug 4, 2025 at 10:16 AM

Reply-To: info@wasb.org

To: rebeccamcdonough@waunakee.k12.wi.us

A WASB update for school district administrative assistants.



Aug. 4, 2025

Hello Rebecca,

We understand that you and your school boards are busy, so we'd like to offer a brief update on important information from the WASB this month.

1. Fall Regional Meeting Registration Now Open

Registration is now open for the 2025 WASB Fall Regional Meetings. Visit the [Fall Regional Meetings page](#) on our website for registration details and to find your region's meeting date, location and agenda.

Held annually, the Fall Regional Meetings are a valuable opportunity to connect with fellow school board members, exchange ideas, and celebrate the important work happening in school districts across Wisconsin.

Each evening begins with an optional pre-meeting workshop. This year's workshop, titled "Students Can't Learn if They're Not There," will help school leaders take meaningful action against chronic absenteeism. [Register](#) for this additional workshop now and gain valuable insights to bring back to your district.

Following the workshop, attendees will enjoy a delicious dinner, hear timely updates from WASB staff—including important legislative news from the Government Relations team—and learn how the WASB continues to amplify the voice of local school boards.

The evening also includes recognition of board members who've reached new milestones in the WASB Member Recognition Program. WASB Executive Director Dan Rossmiller will close the evening by sharing key updates and the vision ahead for Wisconsin school boards.

Regions 2, 5, 7, 9, 11, 14 and 15 will also participate in the election of a WASB Regional Director. Each member school board and CESA board in those regions will cast one vote to help shape the

organization's leadership.

The member fee for Fall Regional Meetings is \$42, which includes dinner, and \$75 for the pre-meeting workshop. [Register](#) for both and receive a \$10 discount.

2. New Title IX Trainings Available Now

The WASB and Boardman & Clark have developed updated Title IX coordinator and all-employee training sessions. Visit the WASB's [Title IX Training page](#) to review the content, then open "To purchase the Title IX Training for your district" to subscribe and begin providing the mandated training to all staff members in your district.

3. Business Honor Roll Submissions Due Aug. 8

Thank you to all the districts that have submitted nominations for the [WASB Business Honor Roll program](#). Don't forget that the deadline to nominate a business is Friday, Aug. 8. There is no cost to participate.

The WASB's Business Honor Roll program is a way for school districts to recognize the businesses and other partners that help them carry out their mission. Districts can nominate up to five local businesses to receive the following benefits:

- Nominated businesses will be posted on the WASB website.
- Districts will be provided a sample press release and a personalized certificate to present to the business(es).
- Select nominees and the stories of their successful partnerships will be featured in Wisconsin School News. Read this [Wisconsin School News story](#) from December 2024 to get a sense of typical partnerships featured this way.

4. Submit Resolutions for the Delegate Assembly by Sept. 15

School boards have until Sept. 15 to [submit resolutions](#) for consideration at the 2026 Delegate Assembly, which will take place during the [State Education Convention](#) on Jan. 21 in Milwaukee. These resolutions help shape the WASB's policy direction and guide our advocacy efforts.

After submission, the Policy and Resolutions Committee—made up of approximately 25 school board members appointed from across Wisconsin—reviews and evaluates each resolution to determine which ones move forward to the Delegate Assembly.

Resolutions adopted at the Delegate Assembly become official WASB positions and are published in the [WASB Resolutions Book](#).

To learn more about this process and how these resolutions inform the WASB's stance on proposed legislation, watch this [video](#) featuring Government Relations Director Chris Kulow and visit the [WASB Delegate Assembly page](#).

Please contact info@wasb.org if you have questions or issues when submitting.

5. Join Wednesday's Insurance Plan Webinar

The WASB is partnering with **TRICOR**, **M3 Insurance Solutions** and **USI Insurance Services** for the Navigating Insurance Trends: Updates on Employee Benefits & Property and Casualty Coverage webinar on Wednesday, Aug. 6, at noon.

This complimentary session will explore key trends in Employee Benefits and Property and Casualty Insurance, uncovering the reasons behind rising premiums and strategies to mitigate costs. Learn how deductible structures are shifting, discover emerging plan options, and gain essential knowledge on new offerings and potential pitfalls.

This event doesn't require registration and members will receive a Zoom link for it in their email. For those who can't attend live, this webinar will be recorded and available to watch on the **Complimentary Events Video Library**. Additionally, you will receive two member recognition points for viewing this webinar.

Note: As a reminder, please email memberservices@wasb.org with board member and district staff updates. Requests for staff updates will go out in early June.



Wisconsin Association of School Boards
122 W. Washington Ave, Suite 400, Madison, WI 53703
608-257-2622 • WASB.org

[Update Your Email Preferences](#)
[Unsubscribe](#)





2025 Fall Regional Meetings

The Fall Regional Meetings will take place in every WASB region across the state and provide an opportunity to network with area board members, celebrate accomplishments and learn what the WASB is doing for you. Regions 2, 5, 7, 9, 11, 14 and 15 will vote on a WASB regional director.

All meetings will begin at 6 p.m., with registration and networking followed by a 6:30 dinner and 7 p.m. programming. Each pre-meeting workshop will begin at 4:30 p.m.

The member fee is \$42 for the meeting, which includes dinner, and \$75 for the pre-meeting workshop. **Register** for both and receive a \$10 discount.

Please reach out to **WASB Director of Communications Brock Fritz** if you have any questions.

Pre-Regional Meeting Workshop: Students Can't Learn If They're Not There 

Regional Meeting Agenda 

All meetings will begin at 6 p.m., with registration and networking followed by a 6:30 dinner and 7 p.m. programming.

Regional Director Welcome

Member Recognition Awards
 At each Regional Meeting, the WASB will recognize school board members who have recently reached a new level in the **WASB Member Recognition Program**. Members earn points by attending and participating in activities and events sponsored by the WASB. Celebrate your peers as they are recognized by WASB Executive Director Dan Rossmiller.

Elections (Regions 2, 5, 7, 9, 11, 14 and 15)
 Each member school board and CESA board will have one vote to elect a WASB regional director. Directors serve staggered three-year terms on the 15-person board.

Feature Presentation — Strategic Focus & Accountability: The Board’s Role

Join WASB consultants for an engaging and interactive session exploring the critical connection between strategic focus and accountability. Discover how to adopt a clear vision, develop effective plans, align resources with student outcomes, and more. Walk away with practical strategies you can implement immediately in your district.

Legislative Update

WASB Government Relations staff will report on the state budget and key federal and state legislation related to preK-12 education.

Executive Director’s Report

WASB Executive Director Dan Rossmiller will conclude the evening with a report to members about the activities and direction of the WASB.

Registration Note: Online registration will be open for each Regional Meeting until 8 a.m. on the Friday preceding the week of the event. For example, for a Regional Meeting on Thursday, Oct. 16, online registration closes at 8 a.m. Friday, Oct. 10.

To register after this date, **email the WASB** or call us at 608-257-2622. We’d be happy to help you sign up. We also offer on-site registration.

Register (log in required)

Regional Meeting Dates

All meetings will begin at 6 p.m., with registration and networking followed by a 6:30 dinner and 7 p.m. programming. Each pre-meeting workshop will begin at 4:30 p.m.

Please note that dates and locations are subject to change. WASB staff will notify you of any changes.

WASB Region	Date	Location
Any	Thu., Nov. 6 at 12 p.m.	Zoom link to come via email
1	Tue., Oct. 14	The Landing at Best Western The Hotel Chequamegon

		101 Lake Shore Dr. W Ashland
1	Wed., Oct. 15	Lehman's Supper Club 2911 S Main St. Rice Lake
2*	Thu., Oct. 16	Norwood Pines Supper Club 10171 Highway 70 Minocqua
3	Wed., Oct. 22	Rock Garden/Comfort Suites 1951 Bond St. Green Bay
4	Tue., Oct. 28	The Florian Gardens 2340 Lorch Ave. Eau Claire
5*	Tue., Nov. 4	Holiday Inn Wausau-Rothschild 1000 Imperial Ave. Rothschild
6	Thu., Oct. 9	Onalaska Middle School 707 8th Ave. N. (Formerly 711 Quincy St.) Onalaska
7*	Thu., Oct. 23	DoubleTree by Hilton Neenah 123 E Wisconsin Avenue Neenah
8	Tue., Oct. 21	Millhome Supper Club 16524 Lax Chapel Rd. Kiel
9*	Wed., Oct. 8	Southwest Tech 1800 Bronson Blvd. Fennimore
10	Tue., Oct. 7	Trappers Turn 2955 Wisconsin Dells Pkwy. Wisconsin Dells
11*	Thu., Oct. 2	Sheraton Milwaukee Brookfield Hotel

		375 S. Moorland Rd. Brookfield
12	Tue., Sept. 30	Hilton Sun Prairie 1220 S Grand Ave. Sun Prairie
13	Tue., Sept. 23	Veterans Terrace 589 Milwaukee Ave. Burlington
14*	TBD	MPS Administration Building 5225 West Vliet St. Milwaukee
15*	Thu., Oct. 2	Sheraton Milwaukee Brookfield Hotel 375 S. Moorland Rd. Brookfield

*Regions 2, 5, 7, 9, 11, 14 and 15 will vote on a WASB regional director during their respective regional meetings.

Find Your WASB Region

Click on your region of the state to learn about your WASB director and see a list of districts that comprise the region.





2025 FALL REGIONAL MEETINGS & WORKSHOPS

September-November

Dates and Locations Vary by Region



WISCONSIN ASSOCIATION OF SCHOOL BOARDS



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CASH RECONCILIATION FOR THE MONTH OF JUNE 2025

	OCB PAYROLL CHECKING (FUND 10)	OCB DEPOSIT ACCT (FUNDS 10,21,27,50,60,80,99)	OCB OPERATING ACCT (FUNDS 10,21,27,50,60,80,99)	OCB Construction ACCT Checking (Fund 49)	LGIP GENERAL ACCOUNT (FUNDS 10,27,50,80,99)	LGIP DENTAL ACCT (FUND 10)	MIDAMERICA TRUST ACCT (FUND 73)	WISC DEBT SERVICE (FUNDS 38,39)	WISC SCHOLARSHIP ACCT (FUND 21)	WISC-209 2022 BOND Referendum ACCT (FUND 49)	WISC-210 2023 BOND Referendum ACCT (FUND 49)	WISC-211 2024 BOND Referendum ACCT (FUND 49)	WISC-212 2025 BOND Referendum ACCT (FUND 49)	WISC GENERAL (FUNDS 39 AND 49)	TOTALS
BEGINNING BALANCE	149,352.06	9,055,294.30	201,332.76	292,870.75	85,614.93	368,207.57	53,513.60	269,135.70	350,938.07	19.10	0.00	6,147,603.94	52,110,183.04	2,121,280.34	71,205,346.16
REVENUES:															
+ DEPOSITS	8,066,089.38	12,436,114.56	1,362,540.79	6,500,000.00	11,991,526.14	61,392.10	5,383.48	0.00	0.00	0.00	0.00	21,596.90	0.00	0.00	40,423,046.45
+ INTEREST	3,105.17	31,377.76	908.15	3,174.99	16,695.62	1,289.82	82.48	937.19	1,496.89	0.00	0.00	21,596.90	33,674.49	7,148.85	121,488.31
TOTAL REVENUES	8,069,194.55	12,467,492.32	1,363,448.94	6,503,174.99	12,008,221.76	62,681.92	5,465.96	937.19	1,496.89	0.00	0.00	21,596.90	33,674.49	7,148.85	40,544,534.76
EXPENSES:															
ACCOUNTS PAYABLE	0.00	1,300,412.91	1,359,519.81	6,200,899.95	12,000,000.00	61,451.25	0.00	0.00	0.00	0.00	0.00	0.00	6,500,000.00	\$0.00	27,422,283.92
PAYROLL	8,070,056.14	8,066,089.38				0.00	0.00	825.00	0.00	0.00	0.00	0.00	0.00	0.00	16,136,970.52
TOTAL EXPENSES	8,070,056.14	9,366,502.29	1,359,519.81	6,200,899.95	12,000,000.00	61,451.25	0.00	825.00	0.00	0.00	0.00	0.00	6,500,000.00	0.00	43,559,254.44
ENDING BALANCE	148,490.47	12,156,284.33	205,261.89	595,145.79	93,836.69	369,438.24	58,979.56	269,247.89	352,434.96	19.10	0.00	6,169,200.84	45,643,857.53	2,128,429.19	68,190,626.48
BANK BALANCES-SKYWARD															
ENDING BANK BALANCE	148,490.47	12,156,284.33	38,571.87	-4,323,654.50	93,836.69	369,438.24	58,979.56	269,247.89	352,434.96	19.10	0.00	6,169,200.84	45,643,857.53	2,128,429.19	63,105,136.17
OUTSTANDING ACH	1,109,349.03		1,591.73		0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	1,110,940.76
ACTUAL BALANCE	-960,858.56	12,156,284.33	36,980.14	-4,918,800.29	93,836.69	369,438.24	58,979.56	269,247.89	352,434.96	19.10	0.00	6,169,200.84	45,643,857.53	2,128,429.19	61,999,046.17

SKYWARD BALANCE -960,858.56
 0.00

Off by 7.11.25 APREF RUN
 -166,690.02 AND AP REFWIRE RUN
 Off by AP and outstanding cks

This account can have a negative balance due to the WRS pymt. outstanding due at the end of the following month.

2024-25 Budget Status Report - June 30th, 2025 (2)

GENERAL FUND 10 EXPENSES

Salary & Benefits (no grants)	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Personnel Costs: Salaries	36,749,683	36,939,638	36,801,362.28	0.00	99.63%	138,276.20
Personnel Costs: Benefits	12,048,294	11,902,255	12,397,802.64	0.00	104.16%	-495,547.72
Total	48,797,977	48,841,893	49,199,164.92	0.00	100.73%	-357,271.52

Buildings	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Prairie School	87,510	87,510	76,099.17	0.00	86.96%	11,410.83
Prairie School CSF	33,100	38,100	37,968.59	0.00	99.66%	131.41
Heritage School	88,170	88,170	92,697.51	0.00	105.13%	-4,527.51
Heritage School CSF	34,602	39,602	53,347.71	0.00	134.71%	-13,745.71
Arboretum School	75,420	75,420	69,530.49	0.00	92.19%	5,889.51
Arboretum School CSF	27,031	31,031	31,818.33	0.00	102.54%	-787.33
Intermediate School	160,000	160,000	145,881.69	0.00	91.18%	14,118.31
Intermediate School CSF	39,044	45,044	44,883.67	0.00	99.64%	160.33
Middle School	163,140	163,140	159,862.29	0.00	97.99%	3,277.71
Middle School CSF	42,673	48,673	50,634.48	0.00	104.03%	-1,961.48
High School	586,365	586,365	584,095.45	0.00	99.61%	2,269.55
High School CSF	84,471	86,486	59,912.33	0.00	69.27%	26,573.67
Athletics	447,602	447,602	420,613.84	0.00	93.97%	26,988.16

Departments						
Utilities	1,126,923	1,126,923	1,071,000.33	0.00	95.04%	55,922.67
Maintenance	731,990	338,742	254,094.01	0.00	75.01%	84,647.86
Contingency Fund	100,000	7,000	5,270.00	0.00	75.29%	1,730.00
Energy Conservation	0	0	0.00	0.00	---%	0.00
Transportation	1,568,381	1,808,381	1,754,143.13	0.00	97.00%	54,237.87
Technology	718,729	186,079	283,267.41	0.00	152.23%	-97,188.50
Technology Erate/Fees	0	0	0.00	0.00	---%	0.00
Curriculum-Secondary	527,300	527,300	521,380.70	0.00	98.88%	5,919.30
Curriculum-Elementary Operations	467,782	455,382	644,064.31	0.00	141.43%	-188,682.31
4K District	913,400	913,400	906,845.87	0.00	99.28%	6,554.13
4K Operations	17,000	17,000	13,145.87	0.00	77.33%	3,854.13
Human Resources	54,550	54,550	47,967.28	0.00	87.93%	6,582.72
Superintendent	94,600	267,100	305,782.15	0.00	114.48%	-38,682.15
Student Services-Operations	73,184	73,184	46,838.08	0.00	64.00%	26,345.92
Student Services-District	97,000	97,000	95,806.54	0.00	98.77%	1,193.46
Business Office	472,336	675,662	624,449.65	0.00	92.42%	51,212.02
District Wide	1,987,541	2,491,816	2,645,370.23	0.00	106.16%	-153,554.23
Special Projects	0	40,000	41,129.12	0.00	102.82%	-1,129.12
Summer School	109,515	109,515	103,610.01	0.00	94.61%	5,904.99

Grants-Fund 10						
Common School Fund-District	7,069	7,069	7,068.72	0.00	100.00%	0.28
Title 1 Grant (Public)	96,184	133,375	111,508.73	0.00	83.61%	21,866.27
Title 1 Grant (Private)	4,563	4,563	4,182.30	0.00	91.66%	380.70
Title 2 Grant (Public)	40,907	40,907	40,907.00	0.00	100.00%	0.00
Title 2 Grant (Private)	6,232	6,230	6,230.47	0.00	100.00%	0.00

Title 3 Grant	17,205	17,205	17,182.51	0.00	99.87%	22.49
Title 4A Grant (Public)	7,482	8,720	8,720.36	0.00	100.00%	0.00
Title 4A Grant (Private)	2,518	2,518	2,518.19	0.00	100.00%	0.00
Career/Tech Ed Grant	82,790	82,790	56,532.52	0.00	68.28%	26,257.48
CEIS Federal Flo-Through	141,000	191,600	139,322.21	0.00	72.72%	52,277.79
Ed. Effectiveness Grant	32,000	33,442	33,442.00	0.00	100.00%	0.00
Peer Mentor Grant	12,232	12,232	10,613.79	0.00	---%	1,618.21
Perkins Grant	19,354	21,770	21,223.22	0.00	97.49%	546.78
Reading Readiness	0	0	0.00	0.00	---%	0.00
Dane Co. Mental Health	0	0	0.00	0.00	---%	0.00
School-Based Mental Health	0	0	130,072.34	0.00	---%	-130,072.34
SAODA	25,000	25,000	610.15	0.00	---%	24,389.85

Other Program Totals

Transfer to Fund 27	7,268,513	7,807,272	0.00	0.00	0.00%	7,807,272.15
Wellness Clinic	300,000	325,000	399,028.46	0.00	122.78%	-74,028.46

Subtotals	Original Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available
Salary & Benefits Totals	48,797,977	48,841,893	49,199,164.92	0.00	100.73%	-357,271.52
Building Totals	1,869,128	1,897,143	1,827,345.55	0.00	96.32%	69,797.45
Department Totals	9,060,231	9,189,033	9,364,164.69	0.00	101.91%	-175,131.24
Grant Totals	494,536	587,422	590,134.51	0.00	100.46%	-2,712.49
Other Program Totals	7,568,513	8,132,272	399,028.46	0.00	4.91%	7,733,243.69
Total Fund 10 Expenditures	67,790,385	68,647,764	61,379,838.13	0.00	89.41%	7,267,925.89

GENERAL FUND 10 REVENUES

Building/Department	Original Budget	Revised Budget	Received	Ordered	% Received	Unreceived
Prairie School	2,550	2,550	6,803.20	0.00	266.79%	-4,253.20
Heritage School	2,250	2,250	5,800.73	0.00	257.81%	-3,550.73
Arboretum School	5,820	5,820	7,016.06	0.00	120.55%	-1,196.06
Intermediate School	37,900	37,900	19,760.60	0.00	52.14%	18,139.40
Middle School	23,700	23,700	31,425.50	0.00	132.60%	-7,725.50
High School	199,215	209,215	240,273.90	0.00	114.85%	-31,058.90
Curriculum - Elementary	12,400	0	0.00	0.00	---%	0.00
Curriculum - Secondary	10,815	10,815	20,133.78	0.00	186.17%	-9,318.78
Maintenance	12,500	51,000	80,408.51	0.00	157.66%	-29,408.51
Energy Conservation	0	0	962.25	0.00	---%	-962.25
Athletic Dept	71,000	71,000	68,927.33	0.00	97.08%	2,072.67
Human Resources	0	0	0.00	0.00	---%	0.00
Technology	4,200	4,200	8,672.71	0.00	206.49%	-4,472.71
E-Rate	0	0	0.00	0.00	---%	0.00
District	66,437,839	67,137,027	66,664,069.42	0.00	99.30%	472,957.58

Grants - Fund 10

Common School Fund-District	267,990	296,005	296,005.00	0.00	100.00%	0.00
Title 1 Grant (Public)	96,184	133,375	90,210.07	0.00	67.64%	43,164.93
Title 1 Grant (Private)	4,563	4,563	2,688.99	0.00	58.93%	1,874.01
Title 2 Grant (Public)	40,907	40,907	31,816.56	0.00	77.78%	9,090.44
Title 2 Grant (Private)	6,232	6,230	5,990.47	0.00	96.15%	240.00
Title 3 Grant	17,205	17,205	17,182.51	0.00	99.87%	22.49
Title 4A Grant (Public)	7,482	8,720	8,720.36	0.00	100.00%	0.00

Title 4A Grant (Private)	2,518	2,518	2,518.19	0.00	100.00%	0.00				
Career/Tech Ed Grant	82,790	82,790	59,003.94	0.00	71.27%	23,786.06				
CEIS Federal Flo-Through	141,000	191,600	133,826.66	0.00	69.85%	57,773.34				
Ed. Effectiveness Grant	32,000	33,442	0.00	0.00	0.00%	33,442.00				
Peer Mentor Grant	12,232	12,232	0.00	0.00	---	12,232.00				
Perkins Grant	19,354	21,770	13,287.86	0.00	61.04%	8,482.14				
Reading Readiness	0	0	0.00	0.00	---	0.00				
Dane Co. Mental Health	0	0	0.00	0.00	---	0.00				
School-Based Mental Health	130,239	130,239	130,419.60	0.00	---	-180.60				
SAODA	25,000	25,000	10,034.21	0.00	---	14,965.79				
Total Fund 10 Revenues	67,708,385	68,635,764	68,030,623.41	0.00	99.12%	605,140.61				
SPECIAL EDUCATION FUND 27 EXPENSES										
Salaries & Benefits (no grants)	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available				
Salaries & Benefits	10,843,708	10,927,117	10,959,327.91	0.00	100.29%	-32,210.76				
Departments										
Special Ed-Operations	28,839	28,839	31,776.16	0.00	110.18%	-2,937.16				
Special Ed-District	157,000	157,000	130,656.20	0.00	83.22%	26,343.80				
Transportation	228,966	228,966	226,820.90	0.00	99.06%	2,145.10				
Medicaid	10,000	10,000	10,847.17	0.00	108.47%	-847.17				
Grants-Fund 27										
IDEA FlowThrough Grant	975,048	965,023	939,527.01	0.00	97.36%	25,495.95				
IDEA PreSchool Grant	58,500	34,500	17,029.16	0.00	49.36%	17,470.84				
Total Fund 27 Expenditures	12,302,061	12,391,795	12,359,956.26	0.00	99.74%	31,838.85				
SPECIAL EDUCATION FUND 27 REVENUES										
Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived				
IDEA FlowThrough Grant	975,048	965,023	939,527.01	0.00	97.36%	25,495.95				
IDEA PreSchool Grant	58,500	34,500	17,029.16	0.00	---	17,470.84				
Special Ed Revenues	0	0	0.00	0.00	---	0.00				
Other Fund 27 Revenues	11,253,513	11,377,272	11,383,500.13	0.00	100.05%	-6,227.98				
Total Fund 27 Revenues	12,287,061	12,376,795	12,340,056.30	0.00	99.70%	36,738.81				
FOOD SERVICE FUND 50 EXPENSES										
Function	Budget	Revised Budget	Spent	Ordered	% Spent/Or.	Available				
All	2,886,887	2,986,887	2,822,232.48	0.00	94.49%	164,654.52				
FOOD SERVICE FUND 50 REVENUES										
Source	Budget	Revised Budget	Received	Ordered	% Received	Unreceived				
All	2,902,207	3,002,207	2,846,374.28	0.00	94.81%	155,832.72				

CALCULATION OF BUILDING/DEPARTMENT BUDGET BALANCES					6/30/2025 (2)				
Building/Department	23-24 Carryover	24-25 Revenue Budget	24-25 Rec'd	24-25 Revenue Balance	24-25 Expense Budget	24-25 Spent / Encumbered	24-25 Expense Balance	24-25 Balance	Funds Available
Prairie School	31,971.57	2,550.00	6,803.20	-4,253.20	87,510	76,099.17	11,410.83	15,664.03	47,635.60
Heritage School	24,323.72	2,250.00	5,800.73	-3,550.73	88,170	92,697.51	-4,527.51	-976.78	23,346.94
Arboretum School	9,038.53	5,820.00	7,016.06	-1,196.06	75,420	69,530.49	5,889.51	7,085.57	16,124.10
Intermediate School	85,117.72	37,900.00	19,760.60	18,139.40	160,000	145,881.69	14,118.31	-4,021.09	81,096.63
Middle School	62,624.43	23,700.00	31,425.50	-7,725.50	163,140	159,862.29	3,277.71	11,003.21	73,627.64
High School	62,011.13	209,215.00	240,273.90	-31,058.90	586,365	584,095.45	2,269.55	33,328.45	95,339.58
4K	11,301.04	0.00	0.00	0.00	17,000	13,145.87	3,854.13	3,854.13	19,772.05
Athletic Dept	24,595.65	71,000.00	68,927.33	2,072.67	447,602	420,613.84	26,988.16	24,915.49	49,511.14
Curriculum-Elementary	210,216.37	0.00	0.00	0.00	467,782	644,064.31	-176,282.31	-176,282.31	33,934.06
Curriculum-Secondary	16,925.67	10,815.00	20,133.78	-9,318.78	527,300	521,380.70	5,919.30	15,238.08	32,163.75
CTE Grant	112,514.84	82,790.00	59,003.94	23,786.06	82,790	56,532.52	26,257.48	2,471.42	114,986.26
Human Resources	8,897.34	0.00	0.00	0.00	54,550	47,967.28	6,582.72	6,582.72	15,480.06
Maintenance	62,036.62	51,000.00	80,408.51	-29,408.51	338,742	254,094.01	84,647.86	114,056.37	176,092.99
Special Education	31,312.26	0.00	0.00	0.00	28,839	31,776.16	-2,937.16	-2,937.16	28,375.10
Student Services	121,115.72	0.00	0.00	0.00	73,184	46,838.08	26,345.92	26,345.92	147,461.64
Superintendent	854.92	0.00	0.00	0.00	267,100	305,782.15	-38,682.15	-38,682.15	-37,827.23
Technology	114,878.55	4,200.00	8,672.71	-4,472.71	186,079	283,267.41	-97,188.50	-92,715.79	22,162.76

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION ANNUAL MEETING**

Monday, August 25, 2025

7:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person. Members of the public who choose to access the meeting via live stream video may do so at:

<https://www.youtube.com/channel/UCIgebJT-i0GbAiYqrkpaBmA>

Public comments will be limited to 3 minutes. The Board will allow 30 minutes for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

AGENDA

I. Elect Chairperson to Conduct Budget Hearing and the Annual Meeting

Attached please find the annual meeting presentation that will be used to present the budget hearing information followed by the annual meeting resolutions.

II. Reading of the Official Notice of the Budget Hearing and the Annual Meeting -Carlena Eaton- School District Clerk

III. Budget Summary - Director of Business Services

IV. Review of Minutes of the 2024 Annual Meeting

V. Receive and Accept Treasurer's Report - Mark Hetzel, School District Treasurer

VI. Resolution A - Authorize the School Board to Charge Student Fees

VII. Resolution B - Salaries and Expenses for School Board Officers

VIII. Resolution C - School Lunch Program Authorization

IX. Resolution D – Authorize the School Board to Engage Legal Counsel if Needed

X. Resolution E - Set Date and Hour for 2026 Annual Meeting or Authorize School Board to Set Date and Hour

XI. Resolution F - Transportation

XII. Resolution G - Adoption of Tax Levy

XIII. Persons Attending Meeting May Request Information on Any Topic Relative to

Current Policies and Proceedings of the Schools.

XIV. Adjournment

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

2025-2026 Committee & Special Board Meeting Schedule				
Board Meeting Date	Type		Budget = 5	HR = 4
Week of July 7th	Budget		Facility = 5	ABC = 2
Week of July 7th	Facility		Curriculum = 4	Special = 8
July 14, 2025			Co-Curr. = 3	Regular = 12
Week of July 21	Board Workshop		Policy = 1	
August 11, 2025				
August 25, 2025	Annual Meeting			
Week of September 1st	Budget			
Week of September 1st	Facility			
September 8, 2025				
Week of September 22nd	Elem Curriculum			
Week of September 22nd	Secondary Curriculum			
Week of October 6th	Budget			
Week of October 6th	Facility			
October 13, 2025				
October 30, 2025	Tax Levy Meeting			
Week of November 3rd	DEI			
November 10, 2025				
Week of November 17th	Special Ed			
Week of November 17th	Student Services			
Week of December 1st	Co Curricular			
December 8, 2025				
Week of the 15th	Policy			
Week of January 5th	Budget			
Week of January 5th	Facility			
January 12, 2026				
Week of January 26th	DEI			
February 9, 2026				
Week of February 16th	Elem Curriculum			
Week of February 16th	Secondary Curriculum			
Week of February 23rd	Curriculum Presentations			
Week of February 23rd	Board Workshop			
Week of March 3rd	Human Resources			
March 9, 2026				
Week of March 30th	Co Curricular			
Week of March 30th	Evaluation Goals Meeting			
April 13, 2026				
Week of April 13th	Human Resources			
Week of April 20th	Special Ed			
Week of April 20th	Student Services			
Week of April 27th	Curriculum Presentations			
Week of May 4th	Budget			
Week of May 4th	Facility			
Week of May 4th	Reorganizational			
May 11, 2026				
Week of May 12th	Human Resources			
Week of June 1st	Co-Curricular			
Week of June 1st	Human Resources			
June 8, 2026				